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MINUTES

OTR STAFF MEETING

Tuesday

5 Jan 1954

Document No. 004

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

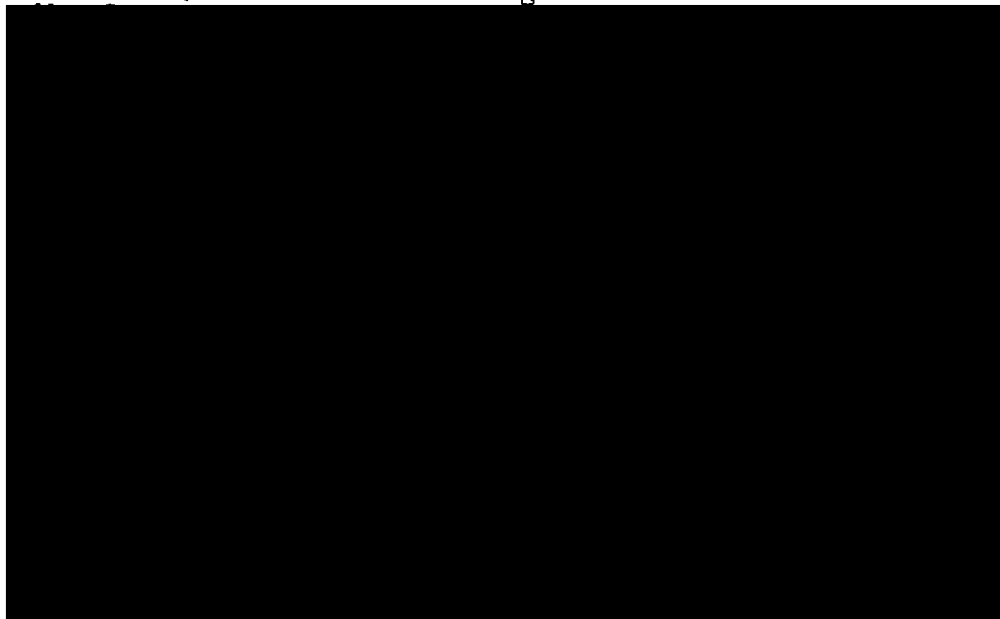
Auth: DDA REG. 77/1763

Date: 7 Feb 78 By: 022

Attendance:

Mr. Baird, Director of Training

25X1A



Introductory Remarks - Mr. Baird:

Mr. Baird noted the absence of a representative from [REDACTED] and remarked on the desirability of holding divisional staff meetings to inform all key personnel of the matters treated in the OTR Staff Meeting.

25X1A

Remarks on AD Meeting

At the recent meeting of Assistant Directors, Mr. Dulles announced the appointment of Harrison Reynolds as AD/Pers. Mr. Reynolds was formerly Chief of the [REDACTED]. Mr. Baird also reported that the DCI has "for the time being" removed the Office of Personnel from under the DD/A. Until changed, the Office of Personnel will be under the DCI similar to the Office of Communications and the Office of Training. This change was brought about as the result of the IG survey of Personnel, which suggested to the DCI that the Agency personnel policies and procedures required his personal attention.

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Mr. Dulles had commented that there were still too many people in the Agency, and that more emphasis would be placed on screening for suitability for 1954. The DCI indicated that we can anticipate additional budget cuts and closer scrutiny by Congress.

25X1A

General Cabell had reported on personally reducing the wordage of four unselected cables by 25 per cent. Mr. Baird and [REDACTED] stressed the savings which can be effected and the need to do so in editing cables. This is a matter which should be re-emphasized in OTR instruction.

Special Personnel Report

Mr. Baird requested Division and Staff Chiefs to make a prompt report on present staff members who are relatives, close personal friends, or more than casual acquaintances of members of Congress or the Cabinet or other specified key government officials. Such an Agency list is being collated by the Office of Personnel.

Observations on Weekly Progress Reports

25X1A

In response to a question by Mr. Baird, [REDACTED] reported that the [REDACTED] down shortly after the 22 December OTR Staff Meeting.

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25X1A

[REDACTED]  
other topics as well. Mr. Baird expressed satisfaction with the decision to withhold favorable action on the request pending subsequent developments. However, he also expressed dissatisfaction with any procedure which fails to keep a lower echelon promptly informed on the status of action for a specific request.

25X1A

There was some discussion regarding the reported lack of clerical assistance [REDACTED]

25X1A

Mr. Baird made an observation on the tendency within and without OTR to refer to it as TRD, etc. [REDACTED] reported that a memorandum is about ready for publication further implementing the internal memorandum of 4 December 1953, reorganizing the Office of Training. The new memorandum will indicate key titles and symbols to be used in referring to the organizational segments.

Miscellaneous Comments

25X1A

Mention was made of OTR parking spaces and of unfavorable comments on the mail service for students [REDACTED]

25X1A

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[REDACTED] was asked by Mr. Baird to inquire into the validity of a typing requirement for DE/P personnel (this matter had previously come up as a request from [REDACTED] at a Clandestine Services Training Committee

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25X1A Meeting).

25X1A General Cabell has asked OTR to inform him of instances where, in the  
25X1A opinion of Training, the interests of the Agency are not being served  
25X1A through (1) lack of training or (2) lack of training requirements. Mr.  
25X1A Baird and Mr. [REDACTED] have decided that replies to this request will  
25X1A be in the form of staff studies. On this related matter of staff studies  
25X1A DTR inquired of Messrs. [REDACTED] as to action being  
25X1A taken to include formal instruction in staff studies, such is not being  
25X1A done. There was considerable discussion on OTR's responsibility for  
25X1A Agency training in writing. [REDACTED] mentioned that OSI writing was  
25X1A being given a place in BIC(I) instruction, and that this effort might  
25X1A be extended to ONE and other Offices. [REDACTED] volunteered to get  
25X1A some appropriate material indicating opportunities for writing instruc-  
25X1A tion at colleges and universities in the Washington metropolitan area.

Lesson Plans

25X1A [REDACTED] cited some statistics furnished him by [REDACTED] on the  
25X1A status of lesson plans. Mr. Baird observed that a ten per cent improve-  
25X1A ment would be considered as reasonable progress in the next two weeks.  
25X1A Mr. [REDACTED] as custo-  
25X1A dian of lesson plans.

25X1A

DD/A Refresher Course

25X1A [REDACTED] reported on a BIC(I) condensation being made available to  
25X1A certain personnel whose eod does not require them to take the minimum  
25X1A six weeks BIC training. A briefer course is offered as a series of  
25X1A lectures--two afternoons per week for six weeks--plus certain required  
25X1A reading. This course is not a substitute for the BIC(SUP) nor will  
25X1A BIC credit be given for taking it. [REDACTED] inquired as to the  
25X1A use of DD/P material in the lectures.

25X1A [REDACTED] was given a General Services request to include one-hour  
25X1A Glandestine Services training on Agency printing practices. The request  
25X1A is to be discussed with [REDACTED]

OTR Notice No. 34-53, OTR Staff Meeting

25X1A [REDACTED] called attention to the requirement for notifying the  
25X1A Planning and Research Staff of agenda items by the Friday preceding an  
25X1A OTR Staff Meeting. For the present it was agreed to submit negative  
25X1A reports, where appropriate, by the time stated to eliminate needless  
25X1A follow-up on the succeeding week.

OTR Human Resources Course

25X1A [REDACTED] distributed copies of the Human Resources Program, developed  
25X1A by the Management Training Division. Forty supervisory officials have  
25X1A been identified to attend the first sessions in OTR. It was agreed that

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groups of twenty each will attend the four one-hour sessions at the Conference Room either at 10:00 a.m. January 25, 27, 28, and 29 or at 2:30 p.m. February 15, 17, 18, and 19. One-half hour conferences with individual supervisors will be held during January 25 or 26 and February 15 or 16. Division Chiefs will be responsible for determining which section their personnel will attend.

Announcements

25X1A

Mr. [REDACTED] announced that the OTR Career Service Board will regularly meet on the first Tuesday of each month. To avoid a conflict with it, the OTR Staff Meeting will be held next week and at two-week intervals thereafter.

25X1A

Mr. [REDACTED] had been appointed Area Records Officer for OTR.

25X1A

Mr. [REDACTED] (with qualifications as a political scientist) is available from the JOT Program for approximately one month.

Mr. Baird called attention to the memorandum addressed to him by Mr. Sherman Kent, copies of which had in turn been forwarded to each of the Staff and Division Chiefs for comment.

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